CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

INFORMATION SYSTEMS ANALYST
Series Specification
(Established July 24, 1975)

SCOPE

Classes in this series are used to perform a variety of analytical activities in support of ~~electronic~~ information ~~processing~~ technology systems, such as ~~data processing systems,~~ microcomputers, multifunction automated office systems, and teleprocessing networks and/or systems. Incumbents develop problem solutions using information technology methods; conduct feasibility studies; act as project managers over ~~electronic~~ information ~~processing~~ technology system projects; work on analysis and support of multifunction office systems; provide information center services and ~~electronic~~ information ~~processing~~ technology system services; develop information processing standards and procedures; act as leadperson or supervisor over the technical personnel in the performance of ~~electronic~~ information ~~processing~~ system tasks; and do other related work.

This class series is differentiated from the Programmer Analyst series in that incumbents typically do not perform programming tasks and are not typically involved in the development of detailed program specifications.

Entry into this series is typically through the Programmer, Information Systems Technician, or Computer Operator classification series, or through open hiring into the ~~Assistant~~ Information Systems Analyst class series.

Factors affecting position allocation include variety and complexity of work assignments~~,~~; scope and consequence of decisions made~~,~~; independence of action and decision~~,~~; leadership or supervision exercised and direction received; and the size and complexity of the ~~electronic~~ information ~~processing~~ technology system.

Schem Code	Class Code	Class
LM96	1479	Assistant Information Systems Analyst
LM92	1470	Associate Information Systems Analyst (Specialist)
LM90	1471	Associate Information Systems Analyst (Supervisor)
LM86	1312	Staff Information Systems Analyst (Specialist)
LM84	1316	Staff Information Systems Analyst (Supervisor)
LM82	1337	Senior Information Systems Analyst (Specialist)
LM80	1340	Senior Information Systems Analyst (Supervisor)

DEFINITION OF LEVELS

ASSISTANT INFORMATION SYSTEMS ANALYST

This is the entry and first journey level. Positions may be
permanently allocated to this class when the major portion of tasks
performed do not include the more responsible, varied, and difficult
analytical assignments found in the full journeyperson level. Under
supervision, incumbents perform work of average difficulty in
analytical studies for the support, development, installation,
implementation, or procurement of ~~electronic~~ information ~~processing~~
technology systems, and teleprocessing networks and/or systems.

ASSOCIATE INFORMATION SYSTEMS ANALYST (SPECIALIST)

This is the full journey level. Under general supervision, incumbents
perform a variety of tasks in connection with the analysis,
development, installation, implementation, procurement, or support of
~~electronic~~ information ~~processing~~ technology systems, multifunction
automated office systems, microcomputer systems, and teleprocessing
networks and/or systems; and/or act as project leader on ~~electronic~~
information ~~processing~~ technology system studies, and/or participate
with other analysts on ~~electronic~~ information ~~processing~~ technology
systems studies of complex nature or broad scope.

ASSOCIATE INFORMATION SYSTEMS ANALYST (SUPERVISOR)

Under general supervision, acts as supervisor on projects or
~~electronic~~ information ~~processing~~ technology systems of standard
complexity.

STAFF INFORMATION SYSTEMS ANALYST (SPECIALIST)

Under general supervision, acts as a project leader on complex
~~electronic~~ information ~~processing~~ technology studies or systems, works
on complex ~~electronic~~ information ~~processing~~ technology systems
problems, and serves as the advanced technical specialist performing
complex analytical studies and activities on complex ~~electronic~~
information ~~processing~~ technology systems, projects, and/or
teleprocessing networks/systems.

STAFF INFORMATION SYSTEMS ANALYST (SUPERVISOR)

This is the working supervisor level. Under general supervision,
supervises a small staff of analysts performing a wide variety of
analytical activities in support of complex ~~electronic~~ information
~~processing~~ technology systems and/or teleprocessing networks/systems.

SENIOR INFORMATION SYSTEMS ANALYST (SPECIALIST)

Under general direction, acts as project leader on the most complex ~~electronic~~ information ~~processing~~ technology systems, works on the most complex ~~electronic~~ information ~~processing~~ technology system problems, and independently performs the most complex studies and activities on the most complex ~~electronic~~ information ~~processing~~ technology systems and/or teleprocessing networks/systems.

SENIOR INFORMATION SYSTEMS ANALYST (SUPERVISOR)

This is the full supervisory level. Under general direction, supervises a medium size staff of analysts performing a wide variety of analytical activities in support of the most complex ~~electronic~~ information ~~processing~~ technology systems and/or teleprocessing networks/systems.

<u>MINIMUM QUALIFICATIONS</u>

<u>ALL LEVELS:</u>

<u>Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement.</u>

ASSISTANT INFORMATION SYSTEMS ANALYST

<u>Either I</u>
~~Education: Equivalent to graduation from college with a minimum of 24 semester or 36 quarter units in management information systems or computer science courses. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)~~
~~Or II~~
~~One year of experience in the California state service performing the duties of an Information Systems Technician Specialist I, Information Systems Technician Supervisor I, Computer Operations Specialist I, or Computer Operations Supervisor I.~~
<u>Or III</u>
~~Two years~~ <u>One year</u> of experience in the California state service performing ~~the~~ duties ~~of~~ <u>comparable to</u> an Information Systems Technician (Range C), a Computer Operator (Range C), or <u>a</u> Programmer I (Range B).
<u>Or II</u>
<u>One year of progressively responsible analytical experience in performing a variety of information technology systems analysis, design, development, installation, implementation, procurement, or technical support duties in connection with information technology systems, multifunction office automation systems, microcomputer systems, or teleprocessing networks, including independent analysis in one or more of these areas.</u>

Or III
Completion of at least 60 semester or 90 quarter units at a recognized college or university, of which 12 semester or 18 quarter units are comprised of information technology related coursework.

~~ASSOCIATE LEVEL AND ABOVE:~~

~~Experience requirement: State experience applied toward Pattern II must include at least one year performing the duties of the class in the promotional Pattern I.~~

~~Education: The following education is required when general experience is used to qualify at any level: Equivalent to graduation from college with a minimum of 24 semester or 36 quarter units in management information systems or computer science courses.~~

ASSOCIATE INFORMATION SYSTEMS ANALYST (SPECIALIST)
ASSOCIATE INFORMATION SYSTEMS ANALYST (SUPERVISOR)

~~Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement, provided that the combined qualifying experience totals at least 30 months. Education may not be used to reduce this 30-month limit.~~

Either I
One year of experience in the California state service performing ~~the~~ duties ~~of~~ comparable to an Assistant Information Systems Analyst~~,~~ (Range C~~,~~); Programmer II~~,~~; Information Systems Technician Specialist II~~,~~; Information Systems Technician Supervisor II~~,~~; Computer Operations Specialist II~~,~~; or Computer Operations Supervisor II. ~~(Persons who have completed six months of service performing the duties of any one or a combination of these classes will be admitted to the examination but they must satisfactorily complete one year of this experience at this level before they can be eligible for appointment.)~~

Or II
~~Three years~~ Eighteen months of progressively responsible analytical experience ~~above the trainee level~~ in performing a variety of ~~electronic~~ information systems analysis, design, development, installation, implementation, procurement, or technical support duties in connection with ~~data processing~~ information technology systems, multifunction office automation systems, microcomputer systems, or teleprocessing networks. At least one year of this experience must include completion of analytical studies for the support, development, installation, implementation, or procurement of information technology systems.

Or III
~~Eighteen months of experience as described above in Pattern II, and 30 semester or 45 quarter units of graduate work in management information systems or computer science related courses.~~
Equivalent to graduation from a recognized college or university with a minimum of 24 semester or 36 quarter units in information technology-related coursework. (Registration as a senior in a

recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

STAFF INFORMATION SYSTEMS ANALYST (SPECIALIST)
STAFF INFORMATION SYSTEMS ANALYST (SUPERVISOR)

~~Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement.~~

<u>Either I</u>

One year of experience in <u>the</u> California state service performing ~~the~~ duties ~~of~~ <u>comparable to</u> an Associate Information Systems Analyst (Specialist)~~,~~ or an Associate Information Systems Analyst (Supervisor). ~~(Applicants who have completed six months of service performing the duties as specified above will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be eligible for appointment.)~~ <u>or</u>

~~Two years of experience in California state service performing the duties of an Associate Programmer Analyst (Specialist), or Associate Programmer Analyst (Supervisor).~~

<u>Or II</u>

~~Four~~ <u>Two</u> years of progressively responsible analytical experience ~~above the trainee level~~ performing a variety of ~~electronic~~ <u>information technology</u> systems analysis, design, development, installation, implementation, procurement, or technical support duties in connection with ~~data processing~~ <u>information technology</u> systems, multifunction office automation systems, microcomputer systems, or teleprocessing networks~~, at least two years of which shall have included responsibility for analyzing~~ <u>or analysis of</u> operational methods and designing ~~electronic~~ information ~~processing~~ <u>technology</u> systems to meet desired results. <u>At least one year of this experience must include leadership on an information technology project, or participation with other analysts on information technology systems studies of complex nature or broad scope.</u>

<u>Or III</u>

~~Two years of experience as described in Pattern II above, and 30 semester units of graduate work in management information systems or computer science related courses.~~

<u>Thirty semester units or 45 quarter units of graduate work in information technology-related coursework from a recognized college or university.</u>

SENIOR INFORMATION SYSTEMS ANALYST (SPECIALIST)
SENIOR INFORMATION SYSTEMS ANALYST (SUPERVISOR)

~~Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement.~~

Either I
One year of experience in the California state service performing ~~the~~
duties ~~of~~ comparable to a Staff Information Systems Analyst
(Specialist)~~,~~ or Staff Information Systems Analyst (Supervisor).
Or II
Two years of experience in the California state service~~, either~~
~~(1)~~ performing ~~the~~ duties ~~of~~ comparable to an Associate Information
Systems Analyst (Specialist)~~,~~ or Associate Information Systems Analyst
(Supervisor) ~~or (2) in a supervisory assignment performing the duties~~
~~of a Data Processing Manager I including responsibility for electronic~~
~~data processing programming or systems analysis, or (3) performing the~~
~~duties of a Staff Programmer Analyst (Specialist), or Staff Programmer~~
~~Analyst (Supervisor)~~.
Or III
~~Thirty months of experience as described in Pattern II above, and 30~~
~~semester units of graduate work in management information systems or~~
~~computer science related courses.~~

~~Five years~~ Thirty months of progressively responsible analytical
experience ~~above the trainee level~~ performing a variety of ~~electronic~~
information ~~processing~~ technology systems analysis, design,
development, installation, implementation, procurement, or technical
support duties in connection with ~~data processing~~ information
technology systems, multifunction office automation systems,
microcomputer systems, or teleprocessing networks, ~~at least three~~
~~years of~~ which shall have included responsibility for analyzing
operational methods and designing ~~electronic~~ information ~~processing~~
technology systems to meet desired results. At least one year of this
experience must include leadership on complex information technology
studies or systems, responsibility for resolution of complex
information technology problems, or as an advanced technical
specialist performing complex analytical studies.

KNOWLEDGE AND ABILITIES

ALL LEVELS:

Knowledge of: Principles of public administration, organization, and
management; ~~electronic~~ information ~~processing~~ technology systems
equipment, software, and practices; analytical techniques; technical
report writing.

Ability to: Analyze ~~data~~ information and situations, identify and
solve problems, reason logically, and draw valid conclusions; develop
effective solutions; apply creative thinking in the design of methods
of processing ~~data~~ information with ~~electronic computers~~ information
technology systems; monitor and resolve problems with information
~~processing~~ technology systems hardware, software, and processes;
establish and maintain effective working relationships with others;
communicate effectively ~~verbally and in writing~~.

ASSOCIATE INFORMATION SYSTEMS ANALYST (SUPERVISOR)
STAFF INFORMATION SYSTEMS ANALYST (SUPERVISOR)
SENIOR INFORMATION SYSTEMS ANALYST (SUPERVISOR)

Knowledge of: All of the above, and principles of personnel management, supervision, and training; the department's ~~Affirmative Action Program~~ Equal Employment Opportunity objectives; a manager's role in the ~~Affirmative Action Program~~ Equal Employment Opportunity and the processes available to meet ~~affirmative action~~ equal employment objectives.

Ability to: All of the above, and supervise technical personnel; ~~and~~ effectively contribute to the department's ~~affirmative action~~ equal employment objectives.

<u>ADDITIONAL DESIRABLE QUALIFICATIONS</u>

~~ALL LEVELS:~~

~~In appraising the relative qualifications of candidates for all levels, consideration will be given to the extent and type of experience with various electronic information processing system functions and to the extent and type of pertinent education beyond that required under "Minimum Qualifications". Preferred additional education includes equivalent to graduation from college with a degree in Computer Science or Management Information Systems.~~

<u>CLASS HISTORY</u>

Class	Date Established	Date Revised	Title Changed
Assistant Information Systems Analyst	6/12/89		--
Associate Information Systems Analyst (Specialist)	9/1/75	1/7/92	6/12/89
Associate Information Systems Analyst (Supervisor)	12/4/84	1/7/92	6/12/89
Staff Information Systems Analyst (Specialist)	9/1/75	6/12/89	6/12/89
Staff Information Systems Analyst (Supervisor)	12/4/84	6/12/89	6/12/89
Senior Information Systems Analyst (Specialist)	9/1/75	6/12/89	6/12/89
Senior Information Systems Analyst (Supervisor)	12/4/84	6/12/89	6/12/89